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Safety

**INSTALLATION GROUND SAFETY
GUIDE--UNIT COMPLIANCE INSPECTION**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This inspection guide was developed to support AFI 90-201, USAFE Sup, *Inspector General Activities*, inspection program. This FIG supports guidance in the following: DODI 6055 series, AFI 91 series and appropriate USAFE Supplements. It applies to all USAFE units and members as indicated in paragraph 2. This guide is intended for inspection use. Send comments and suggested improvements to this publication on AF Form 847, **Recommendation for Change of Publication**, to USAFE Safety Directorate, HQ USAFE/SEG, Unit 3050 Box 165, APO AE 09094-0165. Maintain and dispose of records created as a result of prescribed processes in accordance with Air Force Records Disposition Schedule in Web-RIMS.

1. **General.** As a minimum, units should use this directory in conjunction with the annual Unit Self-Assessment. The objective is to identify deficiencies, which preclude attainment of required capabilities. Units can supplement this publication to add internal compliance items. Users may add any item(s), which in the exercise of good judgment requires examination. This directory may be used in whole or in part by HHQ during visits, exercises, and/or inspections. The items listed do not constitute the order nor limit the scope of an inspection/assessment.

1.1. **Core Compliance Guide Items (CCGI) and Compliance Guide Items (CGI).** Items identified by functional managers to prioritize command requirements and to allow the USAFE/IG inspectors to assess criticality of deficiencies.

1.1.1. **CCGI.** Items identified by HQ USAFE directorates and functional managers as key result areas for successful mission accomplishment including, but not limited to, items where non-compliance could result in serious injury, loss of life, excessive cost, litigation or affect system reliability. These requirements may be mandated by law, Executive Order, DoD directive, safety or Air Force and USAFE strategic plans. CCGIs will be referred to as significant guide items requiring direct IG evaluation. Upper case and bold letters are used to identify CCGIs.

1.1.2. **CGI.** CGI are areas that require special vigilance and are important to the overall performance of the unit. Non-compliance could result in some negative impact on mission performance but is not likely to result in injury, unnecessary cost, or litigation. Standard sentence case is used to identify CGIs.

2. **Applicability.** All items in this inspection guide are assigned an applicability code designating which type of unit the item applies. The applicability codes are defined in [Table 1](#).

Table 1. Inspection Applicable Codes.

APPLICABILITY CODE	
CODE	APPLIES TO
1	HQ USAFE
2	Numbered Air Forces (3 AF, 16 AF)
3	Main Operating Base (Aviano, Incirlik, Lakenheath, Mildenhall, Ramstein, Spangdahlem, Lajes)
4	ASOG (including associated ASOS and weather detachments - Heidelberg)
5	MUNNS (Buechel, Ghedi, Kleine Brogel, Volkel)
6	MUNS (Camp Darby)
7	Air Base Squadron /Air Base Group /Group with a full-time safety staff (Fairford, Molesworth/Alconbury, Moron, Rhein-Main, Keflavik)
8	Communication Sites (Croughton)
9	USAFE Postal Activities
10	USAFE Joint Support Squadron and Associated Detachments

Table 2. Installation Inspection Guide.

Item	Description	Reference	Applicability Code	Yes/No
1.	Program Management Assessment/ Inspection Programs.			
1.1.	Are organizational assessments conducted at least every three years?	AFI 91-202, paragraph 3.3.1.	3, 7, 8	
1.2.	Do assessments address command and functional manager support, compliance with program directives, and the effectiveness of mishap prevention programs, including an analysis of unit mishap reports and other management indicators?	AFI 91-202, paragraph 3.3.3	3, 7, 8	
1.3.	Does the safety staff evaluate unit motorcycle safety programs during assessment for compliance with directives?	AFI 91-207, USAFE Sup, paragraph 13.2	3, 7, 8	
1.4.	Does the safety staff review utility-type mini trucks (cart-type vehicles, with three or four wheels) training plans?	AFI 91-207, USAFE Sup, paragraph 8.3	3, 7, 8	
1.5.	Does the safety staff evaluate unit compliance with the "26 and Under" briefings attendance requirement?	AFI 91-207, paragraph A2.2.3.	3, 7, 8	
1.6.	Has the installation safety staff developed a qualitative rating system for assessments? If so, has it been clearly defined in the unit supplement to AFI 91-202?	AFI 91-202, USAFE Sup, paragraph 3.3	3, 7, 8	
1.7.	If assessment and annual inspections are conducted in conjunction, are the two elements prepared as separate sections of the reports?	AFI 91-202, paragraph 3.3.4.	3, 7, 8	
1.8.	Does the safety staff conduct assistance visits to units identified as being in noncompliance or rated unsatisfactory (if a rating system is used) during safety assessments or inspection?	AFI 91-202, USAFE Sup, paragraph 3.4.	3, 7, 8	
1.9.	Has an annual inspection schedule been published?	AFI 91-202, USAFE Sup 1, paragraph 3.7.1.3.	3, 7, 8	

Item	Description	Reference	Applicability Code	Yes/No
1.9.1.	Does the schedule include all tenant units and GSUs the safety office is responsible for providing inspection support?			
1.9.2.	Is the schedule updated as needed to reflect changes?			
1.10.	Are all Air Force facilities and work areas inspected at least once per year, except as otherwise directed?	AFI 91-202, paragraph 3.1.	3, 7, 8	
1.11.	Are administrative area inspections delegated to unit safety representatives (USRs)? If so, have the following requirements being met:	AFI 91-202, paragraph 3.1.1.	3, 7, 8	
1.11.1.	Has the USRs been trained on inspection technique and documentation requirements?			
1.11.2.	Did the safety staff conduct an initial over-the-shoulder evaluation?			
1.11.3.	Has an inspection checklist been developed and provided to the USRs conducting inspections?			
1.11.4.	Does the safety office review and maintain a copy of the inspection reports?			
1.12.	Does the safety staff perform and document spot inspections of the patron areas of AAFES high traffic facilities during peak shopping periods (Christmas, Thanksgiving Day, Fourth of July, After School sales)?	AFI 91-202, USAFE Sup, paragraph 3.1.	3, 7, 8	
1.13.	Does the safety staff maintain copies of AAFES internal annual safety inspection reports?	AFI 91-202, paragraph 3.1	3, 7, 8	
1.14.	Are DoDDS' facilities inspected to identify all facilities deficiencies and requirements as follows:	DOD 1342.6M, paragraph C1.4.3.16.1 and 1.4.3.16.2.	3, 7,8	
1.14.1.	Before the start of the school year?			
1.14.2.	In January?			

Item	Description	Reference	Applicability Code	Yes/No
1.14.3.	Are informational copies of the inspection report forwarded to DoDDS' Safety Officer? Note: A Memorandum of Agreement may be established with DoDDS' Superintendent to allow deviation in the inspection schedule.	AFI 91-202, USAFE Sup, paragraph 3.1.		
1.15.	Does the safety staff conduct or participate in pre- and post-season inspections of base pools within 30 days of opening/closing?	AFOSH Std 48-14, paragraph 2.1.5.1. and 2.1.5.2.	3, 7, 8	
1.16.	Does the safety staff conduct or participate in pre-season surveys of natural bathing areas?	AFOSH Std 48-14, paragraph 2.3.5.	3, 7, 8	
1.17	Does the safety staff conduct pre- and post season inspection of ball fields?	AFM 34-804, paragraph 16.2 and AFI 91-202, paragraph 8.2.2.4	3, 7, 8	
1.18.	Does safety conduct unannounced comprehensive annual inspection of the base child development centers? Does the safety staff conduct an inspection of at least 10 percent, but no less than two family child care homes each year?	AFI 34-248, paragraph 7.3 and AFI 34-276, paragraph 2.15.2	3, 7, 8	
1.19.	Does the safety staff participate in the installation multidisciplinary team unannounced inspection of the child development center and family childcare program? Does the safety staff inspect 10 percent of family day care homes as part of the multidisciplinary inspection?	AFI 34-248, paragraph 7.3. and AFI 34-276, paragraph 2.15.1.	3, 7, 8	
1.20.	Does ground safety conduct annual inspections of the lock-out/tag-out program to ensure the program procedures, training, and self-inspections are accomplished?	AFOSH Std 91-501, paragraph 21.6.3.1	3, 7, 8	
1.21.	Does the safety office evaluate hangar door safety programs during annual inspections?	AFOSH Std 91-25, USAFE Sup, paragraph 7.2.3.4.6.	3, 7, 8	

Item	Description	Reference	Applicability Code	Yes/No
1.22.	Are safety inspection checklists, when developed, made available to the inspected units?	AFI 91-202, USAFE Sup, paragraph 3.1.4.3.	3, 7, 8	
1.23.	Germany: Is the "Work Council" invited to participate in facility inspections where Air Force Foreign Nationals are employed?	AFI 91-301, USAFE Sup 1, Section K, paragraph 42 .	3, 7, 8	
1.24.	Does the safety staff consult with workplace personnel and their union representatives on matters affecting their safety and health and give them the opportunity to identify unsafe and unhealthy working conditions, equipment, and practices?	AFI 91-202, paragraph 3.1.4.2.	3, 7, 8	
1.25.	Do annual inspection reports submitted to unit leadership include the required information?	AFI 91-202, paragraph 3.1.4.4. through 3.1.4.4.7.	3, 7, 8,	
1.26.	Are copies of tenant unit inspection results forwarded to the parent safety office?	AFI 91-202, paragraph 3.1.4.4.	3, 7, 8	
1.27.	Does the Chief of Safety review and initial all formal inspection reports returned by the units? Are reports describing strong or weak safety programs forwarded to the installation commander for review?	AFI 91-202, USAFE Sup, paragraph 3.1.4.4.1.	3, 7, 8	
1.28.	Are follow-up actions effective in tracking and mitigating identified hazards?	AFI 91-202, paragraph 3.1.4.5.	3, 7, 8	
1.29.	Are safety assessment and inspection reports maintained for one year?	AF Records Disposition Schedule Table 91-4, Rule 4.01	3, 7, 8	
1.30.	Has the safety staff identified high interest areas in writing? Are spot inspections of high interest areas conducted and documented monthly?	AFI 91-202, USAFE Sup, paragraph 3.1.	3, 7, 8	
1.31.	Has the ground safety manager (GSM) evaluated hazard abatement plans (risk assessment code (RAC) 1, 2, or 3) for designation as high-interest areas?	AFI 91-202, USAFE Sup, paragraph 3.6.	3, 7, 8	

Item	Description	Reference	Applicability Code	Yes/No
1.32.	Are non-administrative areas periodically inspected through spot inspections to include after duty hours?	AFI 91-202, paragraph 3.1.2. & 3.7.	3, 7, 8	
1.33.	Does the ground safety staff comply with the Chief of Safety's spot inspection guidance?	AFI 91-202, USAFE Sup, paragraph 3.7.1.1.	3, 7, 8	
1.34.	Does documentation of spot inspections comply with prescribing directive?	AFI 91-202, USAFE Sup, paragraph 3.7.1.2.	3, 7, 8	
1.35.	Does the safety staff transmit a DMS message on inspections perform by host nation governmental safety officials to their NAF/SE, USAFE/SE/CEF/SGPM?	AFI 91-301, USAFE Sup 2, paragraph 2.9.17	3, 7, 8	
2.	Hazard Reporting.			
2.1.	Does the safety office validate AF Forms 457, USAF Hazard Reports , are available to unit personnel during inspections?	AFI 91-202, paragraph 4.5.	3, 7, 8	
2.2.	Are all hazards investigated promptly, within 10 working days, and the results forwarded to the originator?	AFI 91-202, paragraph 4.5.	3, 7, 8	
2.3.	For validated hazard reports, are RACs assigned, control numbers, and Part II, "Summary of Investigation" completed?	AFI 91-202, paragraph 4.3.5.2.	3, 7, 8	
2.4.	Are validated hazard reports forwarded to the individual responsible for taking corrective action and does the individual responsible return a response within 10 working days?	AFI 91-202, paragraph 4.3.5.-4.3.5.3.	3, 7, 8	
2.5.	Are hazards that cannot be corrected at the local level forwarded to the appropriate agency?	AFI 91-202, paragraph 4.4.2.	3, 7, 8	
2.6.	Are hazard reports monitored until closing actions are taken and are RAC 1, 2, or 3 hazards entered into to the master Hazard abatement plan and the report closed out?	AFI 91-202, paragraph 4.3.5.4. and 4.3.7. AFI 91-301, paragraph 18.5.1	3, 7, 8	

Item	Description	Reference	Applicability Code	Yes/No
2.7.	Are originators, if known, notified within 10 workdays after corrective action has been completed?	AFI 91-202, paragraph 4.3.5.4.	3, 7, 8	
2.8.	Are originators informed of appeal procedures for local action on a hazard report? Does the completed response indicate the appropriate channels for appeal?	AFI 91-301, USAFE Sup 2, paragraph 12.1.1.	3, 7, 8	
2.9.	Has a hazard report log been established to aid in tracking hazard reports? Does the Chief of Safety periodically review the log? Does the log contain all require items?	AFI 91-202, USAFE Sup, paragraph 4.3.3.1.	3, 7, 8	
2.10.	Are hazard reports maintained for 5 years from the date of closure?	AF Records Disposition Schedule, Table 91-4, Rule 8	3, 7, 8	
3.	Hazard Abatement.			
3.1.	Is a master hazard abatement plan maintained for all occupational safety, fire, and health hazards assigned a RAC 1,2, and 3 not abated within 30 days?	AFI 91-301, paragraph 2.9.14. and 18.5.1 and 18.5.2	3, 7, 8	
3.2.	Does the host base installation Ground Safety Managers maintain a complete set of AF Forms 3 to include GSUs?	AFI 91-301, USAFE Sup 2, paragraph 18.5.3. and 18.4.5.	3, 7, 8	
3.3.	Is only one hazard entered on each AF Form 3, Hazard Abatement Plan ?	AFI 91-301, paragraph 18.5.2.	3, 7, 8	
3.4.	Are hazard abatement projects reviewed by the GSM to determine whether they should be entered into the high interest area spot inspection program? Is the review documented in block 18 of AF Fm 3?	AFI 91-301, Sup 2, paragraph A9.4.3 Item 18	3, 7, 8	
3.5.	Do functional managers review all AF Forms 3 pertaining to their areas of responsibility semiannually?	AFI 91-301, paragraph 18.5.4.	3, 7, 8	

Item	Description	Reference	Applicability Code	Yes/No
3.6.	Is the master hazard abatement plan (RAC 1, 2 or 3) briefed once a year at the AFOSH Council? Are project delays briefed to the AFOSH Council on a semiannually basis?	AFI 91-301, paragraph 18.5.5.	3, 7, 8	
3.7.	Does the safety staff forward the master hazard abatement plan to the installation commander once a year for review and approval of priorities for projects?	AFI 91-301, paragraph 18.5.6.	3, 7, 8	
3.8.	Are risk assessment coded hazards identified in the O & M program, MILCON project, and local budgetary systems?	AFI 91-301, USAFE Sup 2, paragraph 18.6.3.1 through 18.6.3.2.	3, 7, 8	
3.9.	Does the appropriate OSH agency (safety, fire, or health) certify hazards have been abated? For safety related hazards do the safety staff, conduct a spot inspection to validate effectiveness of abatement actions before certifying closure?	AFI 91-301, USAFE Sup 2, paragraph 18.5.7	3, 7, 8	
3.10.	Does the safety staff submit an End-of-Fiscal Year Annual Hazard Abatement Survey report to USAFE/SEG by the suspense date?	AFI 91-301, paragraph 18.6.5.	3, 7, 8	
3.11.	Are completed AF Forms 3 maintained for 5 years from the date of closure?	AF Records Disposition Schedule, Table 91-4, Rule 16	3, 7, 8	
3.12.	Are records maintained for RAC 4 and 5 hazards/deficiencies until abatement is completed?	AFI 91-301, paragraph 18.4.2.2. and 18.5.9	3, 7, 8	
3.13.	Does the safety staff provide AF Form 1118, Notice of Hazard , or (AF Form 979, Danger Tag , for equipment) for posting in the work area for RACs 1, 2, or 3?	AFI 91-301, paragraph 18.3.	3, 7, 8	
3.14.	Are AF Forms 1118, updated to reflect changes in the status of abatement actions or interim control measures?	AFI 91-301, paragraph 18.3.2.	3, 7, 8	
4.	Mishap Investigations.			

Item	Description	Reference	Applicability Code	Yes/No
4.1.	Is the safety staff receiving CA Form 1, CA Form 2, and CA Form 6 from the civilian personnel office? Is the safety staff receiving LS 202 from the Services Squadron Human Resources Office?	AFI 91-204, paragraph 11.19.3.2.	3, 7, 8	
4.2.	Does the host safety office maintain copies of all admission and disposition (A&D) sheets and AF Form 1488, Daily Log of Patients Treated for Injuries , published by the local medical facility supporting the unit?	AFI 91-204, USAFE Sup , paragraph 11.7.1.2.1	3, 7, 8,	
4.3.	Does the safety staff regularly contact base agencies such as transportation, staff judge advocate, civil engineering, base contracting, contract maintainers and chief of maintenance to ensure mishaps are reported as required?	AFI 91-204, USAFE Sup, paragraph 11.7.1.2.3.	3, 7, 8,	
4.4.	Does the GSM ensure mishaps are properly investigated and reported within the time lines established in AFI 91-204?	AFI 91-204, Chap11, Table 11.1	3, 7, 8	
4.5.	Are all reportable Class A, B, C and HAP reports investigated by a ground safety member GS-9 (018 or 803) or higher, or a 7-skill (1S0X1) or higher?	AFI 91-204, paragraph 11.7.5.	3, 7, 8	
4.6.	Are separate AF Forms 739 maintained for military on-duty, off-duty, and civilian on-duty injuries?	AFI 91-204, Figure 11.5.	3, 7, 8,	
4.7.	Does the safety staff maintain a copy of the military public health illness log (AF Form 739 or equivalent log)?	AFI 91-204, paragraph 11.19.3.5.	3, 7, 8	
4.8.	Are mishap reports and other documentation properly safeguarded and marked?	AFI 91-204, paragraph 1.1.1.3, 2.1, 2.2, 5.2.3.2.3., 11.11.5.5	3, 7, 8	
4.9.	Does the safety staff brief everyone with access to privileged safety or privacy act information on the proper handling of safety reports annually?	AFI 91-202, paragraph 5.1.1.	3, 7, 8	

Item	Description	Reference	Applicability Code	Yes/No
4.10.	Are mishap report recommendations tracked until corrective actions or recommendations are completed?	AFI 91-204, Chap 6.4.2.2.2.3	3, 7, 8	
4.11.	Are records of both military and civilian reportable and nonreportable, but recordable mishaps, maintained for 2 years?	AFI 91-301, paragraph 2.9.6. & AFI 91-204, paragraph 3.2.3.3.2. & 11.15.1.1. AF Records Disposition Schedule, Table 91-5, Rule 5	3, 7, 8	
4.12.	Does the ground safety staff prepare an annual Class D report to include DAF, YOP, NAF and AFFN civilian medical treatment cases, transfers or terminations of employment due to injury, and lost consciousness cases?	AFI 91-204, paragraph 11.19.3.7.	3, 7, 8	
4.13.	Is the annual Class D report forwarded through the appropriate NAF to HQ USAFE/SEG by the suspense date?	AFI 91-204, USAFE Sup, paragraph 11.19.3.7.1	3, 7, 8	
4.14.	Does ground safety prepare an annual fiscal year summary of occupational injuries, illnesses, and fatalities and post it no later than 15 November for 30 consecutive days?	AFI 91-204, paragraph 11.19.3.8.	3, 7, 8	
4.14.1.	Does the summary reflect the data totals for the host organization, parent command tenants, and other command tenants?			
4.14.2.	Does the summary include occupational injuries, illnesses, and diseases total for fatal cases, lost-time cases, and no-lost cases?			
5.	Confined Space Program.			
5.1.	Is a Confined Space Program Team (CSPT) established with qualified safety, fire, and bioenvironmental members?	AFOSH Std 91-25, paragraph 2.7.4, 2.8.3, and 2.9.2.	3, 7, 8	

Item	Description	Reference	Applicability Code	Yes/No
5.2.	Has the ground safety representative attended a formal confined space course, or has the GSM determined office personnel have adequate experience to perform duties associated with confined spaces?	AFOSH Std 91-25, paragraph 2.7.4	3, 7, 8	
5.3.	Does the safety staff maintain records of all permit-required and non-permit confined spaces on and off the installation, which AF personnel may enter to perform official duties?	AFOSH Std 91-25, paragraph 2.7.5	3, 7	
5.4.	Has the CSPT assisted in the identification, evaluation, and classification of all confined spaces?	AFOSH Std 91-25, paragraph 2.10.1.	3, 7, 8	
5.5.	Has the CSPT developed and provided a train-the-trainer program for entry supervisors, or has an external source been identified?	AFOSH Std 91-25, paragraph 2.10.2.	3, 7, 8	
5.6.	Do the commander and (or) functional manager designate entry supervisors?	AFOSH Std 91-25, paragraph 2.12.6	3, 7, 8	
5.7.	Have ground safety personnel approved master entry plans (MEP)?	AFOSH Std 91-25, paragraph 2.10.4. and 2.10.6	3, 7, 8	
5.8.	Do MEPs address all required items?	AFOSH Std 91-25, paragraph 2.10.4.1. through 2-10.4.16.	3, 7, 8	
5.9.	Is the installation confined space program reviewed at least annually? Does the review include a review of all MEPs and an assessment of training, rescue procedures, qualifications of entry supervisors, and a review of expired and (or) revoked entry permits?	AFOSH Std 91-25, paragraph 2.10.7.	3, 7, 8	
5.10.	Does ground safety office review and approve non-routine entry permits that are not contained in an organization's MEP?	AFOSH Std 91-25, paragraph 2.7.11.	3, 7, 8	

Item	Description	Reference	Applicability Code	Yes/No
5.11.	Has ground safety assisted supervisors in selection of PPE for confined space entry and are the items selected listed in the applicable MEP?	AFOSH Std 91-25, paragraph 2.7.7. & 2.10.4.6.	3, 7, 8	
5.12.	Has the safety staff approved of training lesson plans? Are training plans base on the specific hazards to be encountered?	AFOSH Std 91-25, paragraph 5.1.	3, 7, 8	
5.13.	Does ground safety review statement of work or equivalent contracting documents to ensure that the owning organization is including confined space information as required?	AFOSH Std 91-25, paragraph 7.1. & AFPAM 91-210, paragraph 6.4	3, 7, 8	
5.14.	Have procedures been established to review all new construction projects to identify and classify confined spaces?	AFOSH Std 91-25, paragraph 2.10.8.	3, 7, 8	
6.	Traffic Safety Education.			
6.1.	Does the ground safety staff conduct a local conditions briefing for newcomers, and for personnel who are TDY to the installation for more than 30 days? Are the topics of the briefing pertinent to the local environment?	AFI 91-207, Atch 2, paragraph 2.2 through A2.2.2.	3, 7, 8	
6.2.	Does the GSM or designee of main operating bases (MOBs) review the Course II, Local Conditions , material semiannually for currency? Does MOB review GSU's Course II annually for currency? Does the safety staff forward a copy of their Course II script and audiovisual products to USAFE/SEG annually and whenever substantive changes are made to the briefing?	AFI 91-207, USAFE Sup, Atch 2, paragraph 2.2.1.		
6.3.	Does the safety staff conduct "26 and Under" briefings for personnel who have been on station for 6 months, and 1 year on station? Has the safety staff develop alternative training method for personnel in remote locations and for those unable to attend due to mission requirements?	AFI 91-207, USAFE Sup, Atch 2, paragraph 2.2.3.	3, 7, 8	

Item	Description	Reference	Applicability Code	Yes/No
6.4.	Does the installation safety office manage a cadre of MSF qualified instructors to conduct motorcycle safety training, or does it have an agreement with a nearby installation to jointly train students?	AFI 91-207, paragraph 1.3.3 and 4.1	3, 7, 8	
6.5.	Does the safety staff conduct a mandatory pre-season or annual safety briefing for two-wheeled motor vehicle operators?	AFI 91-207, USAFE Sup, paragraph 2.	3, 7, 8	
6.6.	Does the installation traffic code address the mandatory wear of an approved helmet by bicyclists and skaters (skateboarding, rollerblading, and rollerskating) and kick-scooters? Note: Non-us personnel who ride privately owned bicycles are encouraged to wear approved helmets.	AFI 91-207, paragraph 12.2. and 20	3.7	
6.7.	Does the installation traffic code prohibit the wear of portable headphones, earphones, or similar devices while operating a motor vehicle, bicycle, or jogging? (NOTE: The exception is an intercom system for motorcycle operators and passengers.)	AFI 91-207, USAFE Sup, paragraph 12.	3, 7, 8	
6.8.	Does the installation traffic code address the requirement for bicyclists to wear high visibility outer garments when riding during periods of reduced visibility (hours of darkness, inclement weather, etc)?	AFI 91-207, USAFE Sup, paragraph 20.2.	3, 7, 8	
6.9.	Does the installation traffic code designate roadways and times personnel are not authorized to jog, run, skate, skateboard, or walk?	AFI 91-207, paragraph 11	3, 7, 8	
6.10.	Has the safety staff along with senior staff evaluated the need for occupant restraint in utility type vehicles?	AFI 91-207, paragraph 8	3, 7, 8	
7.	Councils, Committees and other Meetings.			

Item	Description	Reference	Applicability Code	Yes/No
7.1.	Is an AFOSH Council established (installations with more than 300 assigned personnel)? Does it meet quarterly? Does the installation commander or his designees, senior management officials, chair it?	AFI 91-301, paragraph 14.1. and 14.1.1.	3, 7, 8	
7.2.	Does the GSM make all council arrangements, establish the schedule, develop and distribute the agenda in advance, record and publish council meeting minutes?	AFI 91-301, paragraph 14.1.3.	3, 7, 8	
7.3.	Does the council membership include functional managers, civilian employee representatives, and representatives from civil engineering, financial management, civilian personnel flight, safety, fire protection, public health, and bioenvironmental engineering? Are tenants and representatives from recognized employee organizations invited?	AFI 91-301, paragraph 14.1.2.	3, 7, 8	
7.4.	Is the council a forum for discussing occupational safety and health (OSH) problems, advising the commander on OSH-related matters, and recommending solutions to OSH problems?	AFI 91-301, paragraph 14.1	3, 7	
7.5.	Does the AFOSH Council show the status of the Master Hazard Abatement Plan (annually), and Process Safety Management Audit findings, as applicable?	AFI 91-301, paragraph 18.5.5. and AFOSH Std 91-119, paragraph 2.10.3.	3, 7, 8	
7.6.	Are OPRs identified for action items in AFOSH Councils meeting minutes?	AFI 91-301, paragraph 14.1.3.	3, 7, 8	
7.7.	Does the council chairperson or designated senior management official approve the minutes? Are the minutes maintained for one year?	AFI 91-301, paragraph 14.1.3. & AF Records Disposition Schedule, Table 91-4, Rule 10.	3, 7, 8	

Item	Description	Reference	Applicability Code	Yes/No
7.8.	Does the safety staff forward copy of approved minutes to HQ USAFE/SEG?	AFI 91-301, paragraph 14.1.3.	3, 7, 8	
7.9.	Is the installation ground safety staff conducting unit ground safety representative meetings quarterly? Are meeting minutes maintained for one year?	AFI 91-202, USAFE Sup, paragraph 2.7.7 & AF Records Disposition Schedule, Table 91-4, Rule 10.	3, 7, 8	
7.10.	Does a representative from ground safety attend quarterly sports advisory council?	AFMAN 34-137, paragraph 11.2.	3, 7, 8	
7.11.	Does a representative from the ground safety staff attend the facility utilization board or working group meetings?	AFI 91-202, paragraph 1.6.11.13.	3, 7, 8	
7.12.	Does a representative from ground safety attend the Hazardous Materials Management Program meetings?	AFI 32-7086, paragraph 1.9.6.	3, 7, 8	
8.	Procurement, Construction, and Services.			
8.1.	Does ground safety attend pre-construction conferences and present a safety briefing and address safety requirements?	AFPAM 91-210, paragraph 5.2.	3, 7, 8	
8.2.	Does the safety staff review statements of work or performance work statements to ensure applicable safety requirements are included in service contracts?	AFPAM 91-210, paragraph 6.4.	3, 7, 8	
8.3.	Does the safety staff attend preaward surveys for services contract?	AFPAM 91-210, paragraph 6.4.	3, 7, 8	
8.4.	Does ground safety coordinate on work order requests (AF Forms 332, BCE Work Request /AF Form 103, BCE Work Clearance Request) for assignment of RACs, when appropriate? Are work orders assigned RACs appropriately tracked until completion of the project?	AFI 32-1001, paragraph 6.3. and AFI 91-301, USAFE Sup, paragraph 18.5 and 18.5.9	3, 7, 8	

Item	Description	Reference	Applicability Code	Yes/No
8.5.	Has ground safety specified what categories of supplies and equipment requests will be coordinated with safety, before being purchased through contracting using a government credit card or AF Form 9?	AFI 91-202, paragraph 8.2.8. and AFPAM 91-210, paragraph 7.1.2. & 7.1.4.	3, 7, 8	
8.6.	Does the safety staff coordinate on AF Form 3952 or electronic facsimile on request for hazardous material?	AFI 32-7086, paragraph 2.6.7.6.	3, 7, 8	
8.7.	Has the safety staff publicized the requirement to have the purchase of Low-Speed Vehicles routed through the safety office for coordination?	AFI 24-301, paragraph 6.28.5.3.	3, 7, 8	
9.	Training Programs.			
9.1.	Has the GSM ensured a comprehensive on-the-job (OJT) training program is planned and scheduled to ensure assigned personnel are meeting training requirements?	AFI 36-2201, Vol 3, paragraph 6.1 through 6.1.20	3, 7, 8	
9.2.	Are supervisors conducting initial evaluations within the first 60 days of assignment to determine current qualifications, OJT requirements, and formal training requirements?	AFI 36-2201, Vol 3, paragraph 6.1.9.	3, 7, 8	
9.3.	Is documentation of OJT effectively managed to show accurate and current qualifications and training requirements?	AFI 36-2201, Vol 3, paragraph 8.1 through 8.14	3, 7, 8	
9.4.	Do trainers and certifiers meet minimum requirements and have they received appropriate training for their duties and responsibilities in the program?	AFI 36-2201, Vol 3, paragraph 6.2 through 6.3.2.2.	3, 7, 8	
9.5.	Does the GSM ensure Supervisory Safety Training is conducted? Note: This requirement includes Air Force Foreign National employees in supervisory positions.	AFI 91-301, paragraph 2.9.19.	3, 7, 8	
9.6.	Does the safety staff ensure personnel records are updated in MILMOD upon completion of the Supervisor Safety Training?	AFI 91-301, paragraph 7.2.3.	3, 7	

Item	Description	Reference	Applicability Code	Yes/No
9.7.	Are unit safety representatives (USR) trained within 30 days of appointment except as otherwise noted? Is documentation of training maintained?	AFI 91-202, USAFE Sup, paragraph 6.2 and 6.2.1.	3, 7, 8	
9.8.	Has a training outline been developed to ensure standardization of USR training?	AFI 91-202, USAFE Sup, paragraph 6.2.	3, 7, 8	
9.9.	Does the GSM provide new commanders safety orientation within 30 days of change of command?	AFI 91-301, USAFE Sup 2, paragraph 7.1.	3, 7, 8	
10.	Process Safety Management (PSM).			
10.1.	Does the PSMP team conduct annual compliance audits?	AFOSH Std 91-119, paragraph 2.10.6 and OSHA Compliance Program Letter 2-2.45, Appendix A, PSM Audit Guidelines.	3, 7, 8	
10.2.	Does the GSM ensure the provisions of the standard are followed?	AFOSH Std 91-119, paragraph 2.5.2.	3, 7, 8	
10.3.	Are PSM discrepancies found during audits briefed to the AFOSH Council annually?	AFOSH Std 91-119, paragraph 2.10.3.	3, 7, 8	
10.4.	Does the GSM ensure the documentation required by the OSHA PSM standard is maintained at an appropriate location for review by higher headquarters personnel?	AFOSH Std 91-119, paragraph 2.5.5.	3, 7, 8	
11.	ALSAFECOMS, USAFECOM, and Variances.			
11.1.	Are Ground Safety related ALSAFECOM/USAFECOM messages applicable to the unit maintained? Are actions taken on ALSAFECOM and USAFECOM messages documented as required?	AFI 91-202, paragraph 5.2.3. and AFI 91-202, USAFE Sup 1, paragraph 2.5.1.	3, 7, 8	

Item	Description	Reference	Applicability Code	Yes/No
11.2.	Does the GSM maintain a master file of approved exceptions and variances that apply to the installation, current and until one year after termination?	AFI 91-301, paragraph 6.6.5. & AF Records Disposition Schedule Table 91-4, Rule 17.	3, 7, 8	
11.3.	Are approved variances distributed to fire protection, health, and applicable functional managers, as needed?	AFI 91-301, paragraph 6.6.5.	3, 7, 8	
12.	Support Agreements.			
12.1.	Does the safety staff maintain a copy of all support agreements, which they have been tasked to provide safety support?	AFI 25-201, USAFE Sup, paragraph 2.4.1.3.	3, 7, 8	
12.2.	Does the Functional Area Agreement Coordinator provide and review the specific provisions and terms for support agreements to ensure a clear understanding of the required support is documented?	AFI 25-2-1, paragraph 2.4.1.	3, 7, 8	
13.	Safety Publications.			
13.1.	Does the safety staff maintain a master file of Public Law 91-596, Executive Order 12196, 29 CFR 1960, OSHA Standards, AFOSH Standards, and other safety-related guidelines to effectively manage the safety program?	AFI 91-301, paragraph 2.9.13	3, 7, 8	
13.2.	Are unit supplements to higher headquarters guidance route through channels for review and coordination?	AFI 91-301, USAFE Sup 2, paragraph 2.5.5.1.	3, 7, 8	
14.	Safety Education/Promotion/Awards Programs.			
14.1.	Has a safety awards program been established to recognize and promote safety?	AFI 36-2833, USAFE Sup, paragraph 1.1.	3, 7, 8	
14.2.	Does the safety staff have an active on-and off-duty safety education and promotion program?	AFI 91-202, paragraph 8.	3, 7, 8	

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